

Step-by-Step Guide

Travel Reconciliation Expense Report: Step 2c – Adding Out-of-Pocket Expenses

An “out-of-pocket” expense refers to an appropriate university expense that you paid for with personal funds and now need reimbursed.

The first step was to create your expense report by [completing the Report Header](#). Now it is time to add expenses to your expense report...and to add information to those expenses.

Select the Expense Type – from the right side of your screen – that best categorizes the expense. You can narrow the list by typing part of the Expense Type in the search field at the top of this section. (If you see a list of card expenses instead of Expense Types, click the **New Expense** button on the left side of your screen.)

The right side of the screen again changes based on the Expense Type selected. The expense’s Expense Type determines what information is required, and therefore which fields appear. Refer to the Step-by-Step Guide [Step 2a – Overview of Adding Expenses](#) for guidance on the standard expense fields and exceptions.

Continue to provide the required information. Click **Save** once done.

The screenshot shows the Concur system interface for a user named Heather N Hoyer. The main heading is 'Morganson Oct 2010 Meetings'. On the right side, the 'New Expense' form is open, with 'Mileage' selected as the Expense Type. The form includes fields for Transaction Date, Purpose of Trip, From Location, To Location, and Distance - Amount. The 'Distance - Amount' field is currently set to 0. At the bottom, there are buttons for 'Save', 'Allocate', and 'Cancel'. The total amount and total requested are both shown as \$0.00.

The screenshot shows the 'Expenses' table in the Concur system. The table has columns for Date, Expense Type, Amount, and Requested. A new expense has been added, highlighted with a red box:

Date	Expense Type	Amount	Requested
10/29/2010	Mileage	\$11.70	\$11.70

Below the table, there is a 'New Expense' section with a search field for Expense Type and a list of options including 'A TRAVEL-LODGING' and 'Camping Fees'. A red box highlights the 'Mileage' expense type in the search field.

The expense now appears on the left side of your screen.

Continue to add expenses to your expense report.

You have now added out-of-pocket expenses to your Travel Reconciliation expense report. Continue with **Step 2 – Adding Expenses**. There are several Step-by-Step Guides available on the [Concur Travel Reconciliation Learning Resources web page](#):

- [Adding Travel Card Expenses](#)
- [Adding Lodging Expenses](#)
- [Adding Mileage Expenses](#)
- [Adding Per Diem \(Fixed Meal\) Expenses](#)
- [Reconciling Cash Advances](#)

Once all expenses have been added, go on to [Step 3 – Allocating Expenses](#).